



Job Opportunity

State Controller's Office

Position: Office Technician (Typing)

Statewide

Location: Personnel/Payroll Services Division
300 Capitol Mall, Suite 908, Sacramento, CA 95814

Issue Date: March 22, 2006

Final Filing Date: Until Filled

Contact/Telephone:

Ann Mitchell, (916) 322-7978

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list

California Relay Service: 1-800-735-2929

Position Number(s): 051-220-1139-005

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

Under the general direction of the Operation's Manager, Personnel/Payroll Operations Section, the incumbent performs a variety of administrative and clerical support functions for the manager and staff and is expected to consistently exercise a high degree of initiative and independence in performing assigned duties.

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

Specific duties will include, but not be limited to the following:

- Screen manager's incoming correspondence and telephone inquiries; route appropriately or respond to those inquiries not requiring manager's attention.
- Using various software applications, develop and maintain correspondence, reports and spreadsheets.
- Maintain a centralized Personnel/Payroll Operations' filing system and retrieve material as needed.
- Maintain manager's calendar, office reference manuals and reports.
- Schedule meetings and conferences, make travel arrangements, prepare meeting and conference agendas, notices, and handout materials.
- Review outgoing correspondence for consistency with administrative policy, format and grammatical construction.

Desirable Qualifications:

- Knowledge and skilled in the use of Microsoft Word, Excel and Outlook.
- Ability to operate a multi-line telephone system.
- Excellent communication skills.
- Ability to organize and prioritize workload.
- Dependable, flexible and self-motivated.



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



Applications will be screened and only the most qualified will be interviewed

How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Personnel/Payroll Services Division

300 Capitol Mall, Suite 908

Sacramento, CA 95814

Attn: Ann Mitchell